

Foothill Transit Executive Board

MINUTES

The regular meeting of the Foothill Transit Executive Board was held Friday, January 26, 2007 at the Foothill Transit Board Room, 1st Floor, 100 North Barranca Avenue, West Covina.

President Briesemeister called the meeting to order at 8:10 a.m. The following members were present, constituting a quorum of the Executive Board:

Wil Briesemeister, President
Paula Lantz, Vice President
Peggy Delach
John Fasana
Lola Storing

Staff and Guests present:

Doran Barnes, Executive Director
Darold Pieper, General Counsel
Kevin McDonald, Deputy Executive Director
Peter Papadakis, Deputy Secretary

Pledge of Allegiance

Member Delach led those present in the Pledge of Allegiance.

APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF DECEMBER 8, 2006 AND THE SPECIAL MEETING OF DECEMBER 15, 2006

The special meeting minutes of December 8, 2006 and December 15, 2006, were approved as submitted.

Motion:	Member Delach, seconded by Member Storing
Abstentions:	Member Briesemeister
Vote:	Duly carried

PUBLIC COMMENT

There was none.

PRESENTATIONS:

Contractors' Employee of the Month Awards

Phil DeLisle introduced and recognized the following awardees:

Willie Franklin, Pomona First Transit Operator of the Month
Raul Valdez, Pomona First Transit Operator of the Month
Rebecca Bailey, Pomona First Transit Employee of the Month

John Farrell introduced and recognized the following awardees:

George Alcala, Irwindale/Arcadia First Transit Employee of the Month

Executive Director Doran Barnes introduced and recognized Hector Medina, Customer Service Representative, as the Veolia Employee of the Quarter.

CONSENT CALENDAR:

The Executive Board adopted Consent Calendar agenda items 7-10

Motion: Member Delach, seconded by Member Lantz
Vote: Unanimously carried

REGULAR AGENDA:

PROMOTIONAL FARE – FREE PERIOD ON THE SILVER STREAK

Rahul Kumar, Director of Planning, reported implementing the proposed two week fare-free period during the commencement of Foothill Transit's new Silver Streak service can be used as a promotional tool for effectively advertising the Silver Streak and allowing customers to become acclimated to this new approach to public transit. The customer interest generated by the fare-free period, in addition to the attraction of the Silver Streak, should yield new customers for Foothill Transit.

The recommendation is to authorize a two week fare-free period during the first two weeks of service on Foothill Transit's Silver Streak.

The Executive Board approved the above recommendation.

Motion: Member Fasana, seconded by Member Delach
Vote: Unanimously carried

PERFORMANCE INDICATORS REPORT – DECEMBER 2006

Mr. Kumar reported Foothill Transit achieved five out of the eight Performance Indicators in December 2006 (copy on file). Overall boardings recorded by the farebox for December 2006 was 1,137,156, which is 3.0 percent lower than the same period last year. Total fare revenue was \$1,208,083 which is an increase of 0.02 percent compared to last year. The farebox recovery ratio is above the target of 25.32 percent. Total operating expenses were \$5,054,303 resulting in an average cost per service hour of \$83.21. Foothill Transit recorded 6.07 complaints per 100,000 boardings which represents a 12.9 percent increase compared to the same period last year. Schedule Adherence is 89.5 percent, which is only .5 percent below the target. In response to Member Lantz, Mr. Kumar advised that Foothill Transit's new articulated buses will have SmartBus technology but will contain the Legacy Fareboxes until the TAP system is ready for roll out.

The Executive Board received and filed the December 2006 Performance Indicators Report.

Motion: Member Delach, seconded by Member Storing
Vote: Unanimously carried

TRANSIT STORE QUARTERLY REPORT: OCTOBER 2006 – DECEMBER 2006

Linda Somilleda, Director of Marketing & Communications, reported the following: Transit store sales totaled \$1,348,587; staff answered 99.65 percent of calls received; the average hold time was 42 seconds; and total walk-in traffic was 61,013 compared to 73,220 during the same period last year. Ms. Somilleda noted that a survey will be conducted in February 2007 to determine whether the 17 percent decrease in walk in traffic is due to the increase of on-line customers.

The Executive Board received and filed the October 2006 – December 2006 Transit Store Quarterly report.

Motion: Member Fasana, seconded by Member Storing
Vote: Unanimously carried

CONTRACT AWARD – ULTRA LOW SULFUR DIESEL FUEL

LaShawn Gillespie, Director of Procurement & Fare Revenue, reported that eight bids were received in response to this procurement with one bid being rejected. After careful review of all the bidders, Falcon Fuels Incorporated was deemed the most responsive and responsible bidder during the Invitation for Bid (IFB) process. In response to President Briesemeister, Ms. Gillespie advised that Mansfield Oil was deemed non responsive due to the inability to appropriately file the correct forms during the IFB process.

The Executive Board authorized the Executive Director to execute a contract with Falcon Fuels Incorporated.

Motion: Member Fasana, seconded by Member Delach
Vote: Unanimously carried

CONTRACT AWARD – POMONA TRANSIT CENTER ARTICULATED BUS BERTH RENOVATION (IFB NO. 07-026)

Ms. Gillespie reported that United Riggers and Erectors was chosen as the most responsive to the requirements outlined in the IFB. This particular bidder has performed past work improvements for Foothill Transit at the El Monte Station and the references provided were excellent.

The recommendation is to authorize the Executive Director to award a contract in the amount of \$223,538 to United Riggers and Erectors and negotiate final contract terms and conditions for the renovation of bus berths at the Pomona Transit Center.

The Executive Board approved the above recommendation.

Motion: Member Storing, seconded by Member Delach
Vote: Unanimously carried

CONTRACT AMENDMENT – ARCHITECTURAL AND ENGINEERING DESIGN SERVICES FOR FOOTHILL TRANSIT'S OPERATIONAL WAREHOUSE

Ed Gill, Special Counsel, reported the contract amendment is needed to cover the costs for outside testing and inspection services as well as administrative oversight.

The recommendation is to authorize the Executive Board to execute a contract amendment with Richard Chong and Associates for additional services and project reimbursements in the amount of \$19,250.00.

The Executive Board approved the above recommendation.

Motion: Member Fasana, seconded by Member Lantz
Vote: Unanimously carried

CONTRACT AMENDMENT – CONSTRUCTION GENERAL CONTRACTOR SERVICES FOR THE NEW ADMINISTRATIVE OFFICES

Ed Gill, Special Counsel, advised the Board that 11 change orders are being presented for approval totaling \$258,578.00 for the current construction of Foothill Transit's administrative offices.

Phyllis St. George, Steton Construction, addressed the Board and provided a project update regarding Foothill Transit's new administrative offices. Ms. George reported that most of the tenant floors are complete or near completion, however, she cautioned that getting the public entities (i.e. Gas Company) out to the site may take an additional 8 weeks to get the design services finished. Member Delach expressed concern regarding several of the change orders in that it appeared some of the work could have been achieved/finished much earlier in the construction process.

After discussion, the Executive Board authorized the Executive Director to execute Change Orders 20, 33, 34R, 43, 51, 67, 71, 75, 81, and 82 but decided not to approve Change Order 69 (\$6,797.00). The total amount of the Change Orders approved was \$251,781.00.

Motion: Member Delach, seconded by Member Fasana
Vote: Unanimously carried

CONTRACT AMENDMENT – ARCHITECTURAL ENGINEERING AND DESIGN SERVICES FOR THE NEW ADMINISTRATIVE OFFICES

Ed Gill, Special Counsel, reported the recommendation is to authorize the Executive Director to execute a contract amendment extending the term of the agreement with Anil Verma and Associates for architectural, engineering and design services (A&E) through March 30, 2007 as a result of construction delays, increasing the overall contract value by \$126,355.00.

(This item was held for further discussion in Closed Session).

After discussion, the Executive Board agreed to the following conditions with respect to this item: all activities undertaken by Anil Verma and Associates will only occur only under the advisement/direction of Foothill Transit's Project Manager Jim Rich of CB Richard Ellis; hourly rates for any work that may be performed will be the work that is set forth in Design Change Request No. 8 dated January 25, 2007; and that the total cost will be capped for a 3 month period (January 1, 2007 – March 31, 2007) in the amount of \$75,000.

Motion: Member Lantz, seconded by Member Fasana
Vote: Unanimously carried

BOARD MEMBER AND EXECUTIVE DIRECTOR COMMENTS

Members Fasana, Lantz and Storing commented on their recent trip to Atlanta and Washington D.C. to see the installation of Smartcard technology firsthand and thanked Foothill Transit staff for arranging such an informative and educational experience.

**CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED
LITIGATION: Initiation of litigation pursuant to Government Code Section 54956.9
(c): Two cases**

**CLOSED SESSION CONFERENCE WITH REAL PROPERTY NEGOTIATORS –
Government Code Section 54956.8**

- a) **Property: 100 S. Vincent Avenue, West Covina, CA 91791; Negotiating Parties: Chris Chung, City of West Covina; Foothill Negotiators: Doran Barnes, Bob Arthur, and CB-Richard Ellis (Travis Boyd): Under Negotiation: Possible lease or sale of real property including terms and price**
- b) **Property: 1600 S. Azuza Avenue, Puente Hills Mall, City of Industry, CA 91748; Negotiating Parties: Ken Mason, Puente Hills Mall General Manager; Foothill Negotiators: Doran Barnes and Bob Arthur: Under Negotiation: Possible acquisition of real property including terms and price**

CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – EXISTING

**LITIGATION: Existing litigation pursuant to Government Code Section 54956.9 (a):
One case: Vonderluhe v. City of Baldwin Park, et al., Los Angeles Superior Court,
East District, Case No. KC047730**

The Executive Board recessed to Closed Session at 9:26 a.m.
The Executive Board reconvened at 10:27 a.m.

Darold Pieper advised that no reportable actions were taken that are required to be disclosed.

ADJOURNMENT

There being no further business, the Executive Board adjourned at 10:29 a.m.